

- Your company has successfully implement nutrition promotion through access to healthy foods and training on nutrition.
- Your company has implemented an immunization programme for Flu, Tetanus and Hepatitis B injections.
- Your company is ISO 1400 compliant and promotes environmental friendliness, conforms to the Compensation of Occupational Injuries and Diseases Act and provides your staff with health and wellness training.
- The organisational wellness of your company is driven by the Health and Wellness standards and regular pulse surveys are done within the company regarding views of employees.
- The physiological wellness of your staff is taken care of in an individualised, holistic manner. Your company has successfully implemented health management systems that help staff to maintain a healthy work-life balance, providing them with health education and life skills training.
- Your company's health and safety systems are designed to maximise ergonomics and provide staff with training to help avoid workplace-related illnesses.
- Your company has implemented a Fitness Programme.

Star 4 - Platinum

Star 4 Platinum of the Services SETA Star Grading System recognises that:

- Your company has successfully implemented health management systems that analyse absenteeism, identify trends, carry out remedial actions, guard against workforce violence, and ensure a balanced ratio of disabled staff.
- Your company has implemented training on work-life balance and has implemented a depression treatment plan.
- Your company has implemented a self-actualization and social responsibility programme for staff.

- Your company has implemented a personal risk management process for each of your employees regarding Health and Wellness, which includes but is not limited to dreaded diseases, chronic conditions, Aids, nutrition and fitness, including screening/testing of employees.
- Your company has successfully implemented education and training regarding amongst others stress reduction, smoking cessation, substance abuse, depression and anxiety management and time management.
- Your company has implemented rape counselling or paid for access to counsellors.
- Your company has ensured that disabled staff have reasonable accommodation and broader sensitization training has been done with the rest of the staff regarding disability. Your company has policies in place to support employees who became disabled and specific provisions are made for disability in the Corporate Insurance Policy.
- Your company has a valid Occupational Health and Safety certificate, which complies with the Basic Conditions of Employment Act.
- Your Human Resource policies and procedures make provision for staff boarding procedures, the handling of grievances, stress management and define corporate morals and ethics. The policies also include flexitime and financial literacy training for staff.
- Your company has successfully implemented health management systems that give staff access to holistic health and wellbeing services, inform staff on dreaded diseases, see to the needs of disabled employees and ensure environmentally healthy practices.
- Your company has successfully implement nutrition promotion through access to healthy foods and training on nutrition.
- Your company has implemented an immunization programme for Flu, Tetanus and Hepatitis B injections.
- Your company is ISO 1400 compliant and promotes environmental friendliness, conforms to the Compensation of Occupational Injuries and Diseases Act and provides your staff with health and wellness training.

- The organisational wellness of your company is driven by the Health and Wellness standards and regular pulse surveys are done within the company regarding views of employees.
- The physiological wellness of your staff is taken care of in an individualised, holistic manner which include whole person development, employee wellness support and life enrichment. Your company has successfully implemented health management systems that help staff to maintain a healthy work-life balance, providing them with health education and life skills training.
- Your company's health and safety systems are designed to maximise ergonomics and provide staff with training to help avoid workplace-related illnesses.
- Your company has implemented a Fitness Programme.

7 Steps to modifying behaviour to create well-being in the organisation:

1. Obtain Executive buy-in
2. Establish team cohesion between Coaches and/or Team Leaders
3. Collect data in respect of trends
4. Define strategic interventions and implement
5. Create an enabling environment
6. Employee-specific Operating Plan needs to be drawn up and implemented
7. Understand the outcomes of the Strategic Plan and phase it in over a 2 to 5 year period



the ⁴grading^{system}

recognising the best in excellence

HEALTH AND WELLNESS



Decent Work and Employee Health and Wellness Programmes are seen globally as a workplace strategy, not just as nice to have. They make a huge impact on the bottom line, because health matters in the workplace. The Standard has drawn from the latest documentation and research available on both of these aspects and will be known as the “Services Sector Education and Training Authority Employee Health and Wellness Standard – 4th Star”, under the SSETA Star grading system.

The international trend is to view employees holistically. There has been a move from only looking at IQ and EQ to the introduction of health and wellness programmes which assist employees in coping with daily life.

In a nutshell, building an **Employee Health and Wellness** workplace is the pursuit of developing and implementing a results-oriented health promotion initiative in the workplace.

Here’s how to get started

Step 1: Supply a Letter of Intent

To get the process started, you have to first supply a letter of intent to enrol in this pilot SSETA Employee Health and Wellness Project – the SSETA Fourth Star. There is no fee attached. You will then receive the SSETA Employee Health and Wellness survey to help your company rate its wellness initiatives.

Step 2: Complete the Survey

The next step in the Service SETA Employee Health and Wellness Project is to complete the Employee Health and Wellness Workplace Survey. Once you’ve completed the Survey and submitted this to us, these results together with those from the other companies who are part of the pilot project, will be analysed and the criteria for a SSETA Fourth Star in the Bronze, Silver, Gold or Platinum level designation will be established.

Step 3: Implementation of the SSETA Employee Health & Wellness Model

After completing the SSETA Employee Health and Wellness Survey, it’s time to get to work implementing the seven critical benchmarks of results-oriented programmes. In fact, through your participation in the project you’ll receive all of the documents and have access to the important seven points you need to address for successful implementation.

Step 4: Evaluation

Each company who has made a submission for this 4th Star-award/status will be visited by one of the SSETA’s

team of Employee Health and Wellness auditors who will evaluate on site the information contained in the Survey.

Step 5: Notification/Certification Ceremony

All applicants are notified of the Reviewer’s decisions within eight weeks of a site visit. Organisations designated as SSETA Employee Health and Wellness sites will be given a formal recognition as well as letters to both the main contact and CEO certifying them as SSETA Employee Health and Wellness Sites. A formal certification function will be held to present these awards and the Fourth Star Certificate. We are in the process of obtaining a linkage between these awards and your BBBEE scorecard. Companies achieving certification will be eligible to receive a grant from the Services SETA to the value of R5000.00.

Step 6: Forward Planning & Implementation/Evaluation

The award will be valid for one year, thereafter a completed plan (on a template which will be provided) and confirmation of initiatives will be submitted and audited to evaluate if you retain your current status and/or should be escalated to the next level. Each company who maintains their registration/status will then be eligible to claim a grant of R10 000.00 from the SSETA.

Step 7: Annual Review

Inputs from all participants would be appreciated to include in the annual review of the standard as developed by SSETA.



Star 4 - Bronze

Star 4 Bronze of the Services SETA Star Grading System recognises that:

- Your company has successfully implemented health management systems that analyse absenteeism, identify trends, carry out remedial actions, guard against workforce violence and ensure a balanced ratio of disabled staff.
- Your company has a valid Occupational Health and Safety certificate, which complies with the Basic Conditions of Employment Act.

- Your Human Resource policies and procedures make provision for staff boarding procedures, the handling of grievances, stress management and define corporate morals and ethics.

Star 4 - Silver

Star 4 Silver of the Services SETA Star Grading System recognises that:

- Your company has successfully implemented health management systems that analyse absenteeism, identify trends, carry out remedial actions, guard against workforce violence, and ensure a balanced ratio of disabled staff.
- Your company has successfully implemented education and training regarding amongst others stress reduction, smoking cessation, substance abuse, depression and anxiety management and time management.
- Your company has ensured that disabled staff have reasonable accommodation and broader sensitization training has been done with the rest of the staff regarding disability. Your company has policies in place to support employees who became disabled and specific provisions are made for disability in the Corporate Insurance Policy.
- Your company has a valid Occupational Health and Safety certificate, which complies with the Basic Conditions of Employment Act.
- Your Human Resource policies and procedures make provision for staff boarding procedures, the handling of grievances, stress management and define corporate morals and ethics. The policies also include flexitime and financial literacy training for staff.
- Your company has successfully implemented health management systems that give staff access to holistic health and wellbeing services, see to the needs of disabled employees, and ensure environmentally healthy practices.
- Your company is ISO 1400 compliant and promotes environmental friendliness, conforms to the Compensation of Occupational Injuries and Diseases Act and provides your staff with health and wellness training.

- The organisational wellness of your company is driven by the Health and Wellness standards and regular pulse surveys are done within the company regarding views of employees.
- The physiological wellness of your staff is taken care of in an individualised, holistic manner.

Star 4 - Gold

Star 4 Gold of the Services SETA Star Grading System recognises that:

- Your company has successfully implemented health management systems that analyse absenteeism, identify trends, carry out remedial actions, guard against workforce violence and ensure a balanced ratio of disabled staff.
- Your company has implemented training on work-life balance and has implemented a depression treatment plan.
- Your company has successfully implemented education and training regarding amongst others stress reduction, smoking cessation, substance abuse, depression and anxiety management and time management.
- Your company has ensured that disabled staff has reasonable accommodation and broader sensitization training has been done with the rest of the staff regarding disability. Your company has policies in place to support employees who became disabled and specific provisions are made for disability in the Corporate Insurance Policy.
- Your company has a valid Occupational Health and Safety certificate, which complies with the Basic Conditions of Employment Act.
- Your Human Resource policies and procedures make provision for staff boarding procedures, the handling of grievances, stress management and define corporate morals and ethics. The policies also include flexitime and financial literacy training for staff.
- Your company has successfully implemented health management systems that give staff access to holistic health and wellbeing services, inform staff on dreaded diseases, see to the needs of disabled employees, and ensure environmentally healthy practices.